

---

## **Transition Checklist Questions**

(For example: Katherine was born on February 12, 2000 and she and her family are currently eligible for AEIS.)

***When Katherine is 30 months old (08/12/02),  
her family may want to ask the following questions:***

1. Has the service coordinator talked with you about transition when Katherine turns 3?
2. Has the service coordinator begun to compile information to share with the local education agency (LEA) and other community programs as appropriate?
3. Have you signed a form permitting the service coordinator to give information about Katherine to the LEA and other community programs as appropriate?
4. Has the service coordinator contacted the LEA with referral information about Katherine?

***When Katherine is 33 months old (11/12/02),  
her family may want to ask the following questions:***

1. Has the service coordinator arranged a transition planning meeting with the LEA?
2. Has the LEA arranged a referral meeting? (This may be combined with the transition meeting.)
3. Was the IEP team convened for the referral meeting?
4. Who was the LEA representative at the referral meeting?
5. Who was the special education representative at the referral meeting?
6. Who was the general education representative at the referral meeting?
7. Was the referral accepted for further evaluation?
8. Are additional evaluations needed?
9. Did someone from the LEA explain your rights under Special Education?
10. Did you get a copy of those rights?
11. Did you sign a *permission-to-evaluate* form?

***When Katherine is between 33 and 36 months old (11/12/02 and 02/12/03),  
her family may want to ask the following questions:***

1. Have all evaluations been completed?
2. Has the LEA arranged an eligibility meeting? (This meeting may be combined with the referral meeting as no additional data or evaluations are needed to determine eligibility.)
3. Is Katherine eligible for preschool services?
4. Has the LEA arranged an IEP meeting? (This meeting may be combined with the eligibility meeting.)
5. Was the IEP team convened for the meeting?

***When Katherine is 36 months old (02/12/03),  
her family may want to ask the following question:***

1. Was the IEP implemented on the third birthday?

Acronyms used in this checklist include:

AEIS - Alabama's Early Intervention System: Statewide system of supports and services for eligible infants and toddlers, birth to age 3, with disabilities and their families (AEIS operates under federal and state law.)

IEP - Individualized Education Program: A written plan developed jointly by the family and school for eligible children ages 3 - 21 years

LEA - Local Education Agency: The public entity legally responsible for the provision of public education within each community

***For more information, call your local school system or  
Alabama's Early Intervention Child Find at 1-800-543-3098.***

(—from Tot Notes, Fall 2000)

